

The Nordic Mapping and Cadaster agencies
Competence and Governance WG



The Nordic National Mapping and Cadaster agencies (No-NMCA) work according to following common structure for Short Term Staff exchange between the No-NMCAs.

Purpose of the activity is to create a tool and a common approach within the NMAs. That can enhance competence sharing, and further utilization of best practice

Period of Performance

The agreed common structure for Short Term Staff exchange will be taken into action from 1. October 2016 and shall continue until further updates agreed by the No- NMCA.

Short Term Staff exchange

A Short Term staff exchange means when staff from one institute visit another No-NMCAs for some days or couple of weeks.

A Short Term Staff exchange process is thought to be used in the cases of shorter projects, as a few day technical assistance / education or to gain specialized know-how.

Form of exchange and Finance

A short term Staff Exchange can be according two forms.

Call for assistance: A No-NMCA can call for an assistance to their institute, from other No-NCMAs, with specific topics in mind. This form of the staff exchange will be according to following process and financial agreement:

- The No-NMCA that calls for an assistance will contact HR personal or Contact person at Director level within the assisting institute and define the assistance needed.
- The assisting institute will suggest assisting person and suitable dates.
- The institute calling for assistance will order and pay for airfare, accommodation and sustenance in the assisting country.
- The Assisting institute will pay the wage of the assisting personal both on traveling days as on working days.

Call for receive: An No-NMCA can ask for permission of sending a Staff to another No-NCMAs for gaining know-how on specific topics. This form of the staff exchange will be according to following process and financial agreement:

- The No-NMCA that calls for a receive will contact HR personal or Contact person at Director level within the assisting institute and define the assistance needed.
- The assisting institute will suggest assisting person in their institute and suitable dates.
- The institute calling for receive will order and pay for airfare, accommodation and sustenance in the assisting country as well as for the wage of the traveling staff
- The receiving country pays for the wage of the assisting staff within the institute.